**GBLBA Board
April 16, 2024 Meeting
Old City Hall
MINUTES**

**Present:** Jill Wright, Allen Booker, John Dow Jr., Kendra Rolle, Felicia Harris, Audrey Gibbons, Walter Rafolski

**Staff:** Taylor Ritz, John Hunter, Brian Corry, Regina McDuffie

**Call to Order:** Chair Felicia Harris called the meeting to order at 4:02 PM.

**Approval of the Agenda:** Agenda was reviewed. Mr. Booker made a motion to approve the agenda. Mr. Rafolski seconded. A vote was taken, and the motion was approved 6-0. Mr. Dow was not yet in attendance to vote.

**Citizen Comments: None**

**Items of Business:**

* March 19, 2024 minutes were reviewed. Mr. Booker made a motion to approve the minutes and Mr. Rafolski seconded. A vote was taken, and the motion was approved 6-0.
* Ms. Ritz presented the finance report with the expenditures for March.
* Ms. Ritz presented an invoice for payment approval for the advertisement for the position of Administrative Director in the Brunswick News.
	+ Mr. Rafolski made a motion to approve the payment of the invoice and Mr. Booker seconded. A vote was taken, and the motion was approved 6-0.
* Mr. Corry presented the proposed by-law amendments from the last meeting for approval.
	+ Remove but keep reserved a section for an Executive Director
	+ Add verbiage regarding the Administrative Director
	+ Change the requirement for an annual audit to a biannual audit.
	+ Mr. Dow made a motion to approve the by-laws as presented and Mr. Booker seconded. A vote was taken, and the motion was approved 7-0.
* Mr. Corry recommended that the Land Bank pursue a contract for outside council.
	+ Until now, Mr. Corry has provided legal services to the Land Bank pro bono for 5 years, but with upcoming project collaborations between the city and Land Bank, the Land Bank needs their own council to advocate on their behalf.
	+ The board has the option to advertise an RFQ or contact prospective attorneys directly.
	+ The board requested that Mr. Corry provide a position description before the board decides which route to take.
	+ Mr. Corry will also provide the RFQ template used by the URA for the same purpose.
* Mr. Rafolski motioned to enter executive session to discuss real estate and personnel. Mr. Booker seconded. A vote was taken, and the motion was approved 7-0.
* After exiting executive session, Mr. Dow made a motion to change May’s meeting date from Tuesday, May 21 to Monday, May 20, as Tuesday is primary election day. Gibbons seconded the motion. A vote was taken, and the motion was approved 7-0.
* Ms. Gibbons made a motion to pursue real estate as discussed in executive session, Mr. Booker seconded. A vote was taken, and the motion was approved 6-0, Booker abstained.

**Discussion:**

**Adjournment: Meeting adjourned at 5:02 PM.**